



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

February 22, 1996

James M. Ratcliffe, Treasurer
RR Donnelley & Sons Company
Political Action Committee
77 West Wacker Drive
Chicago, IL 60601

Identification Number: C00033977

Reference: November Monthly (10/1/95-10/31/95) and December Monthly (11/1/95-11/30/95) Reports

Dear Mr. Ratcliffe:

This letter is to inform you that as of February 21, 1996, the Commission has not received your response to our requests for additional information dated January 31, 1996. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Donald Averett on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in cursive script, reading "John D. Gibson", is written over the typed name.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

James E. Ratcliffe, Treasurer
RR Donnelley & Sons Company
Political Action Committee
77 West Wacker Drive
Chicago, IL 60601

JAN 31 1996

Identification Number: C00033977

Reference: December Monthly Report (11/1/95-11/30/95)

Dear Mr. Ratcliffe:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The totals listed on Lines 11(a)(i) and 11(a)(ii), Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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Celebrating the Commission's 20th Anniversary

YESTERDAY, TODAY AND TOMORROW
DEDICATED TO KEEPING THE PUBLIC INFORMED